

Delegating Tasks Effectively

Dustin Lewis (he/him)

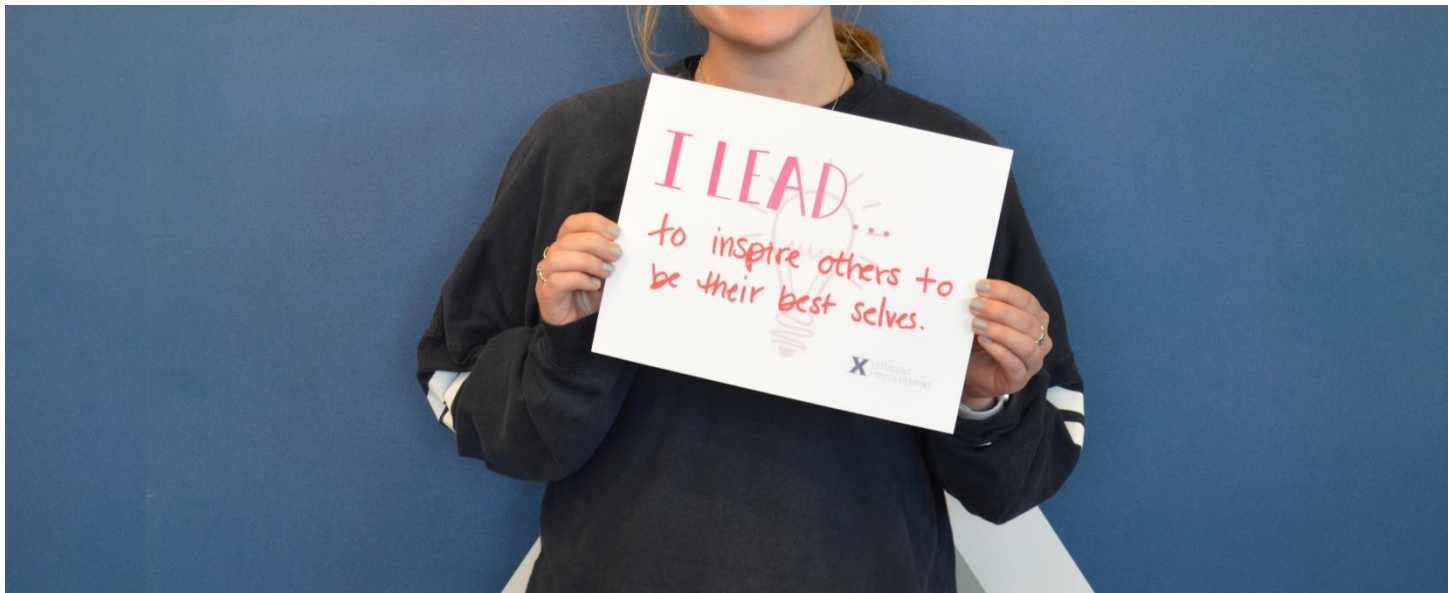
lewisd6@xavier.edu



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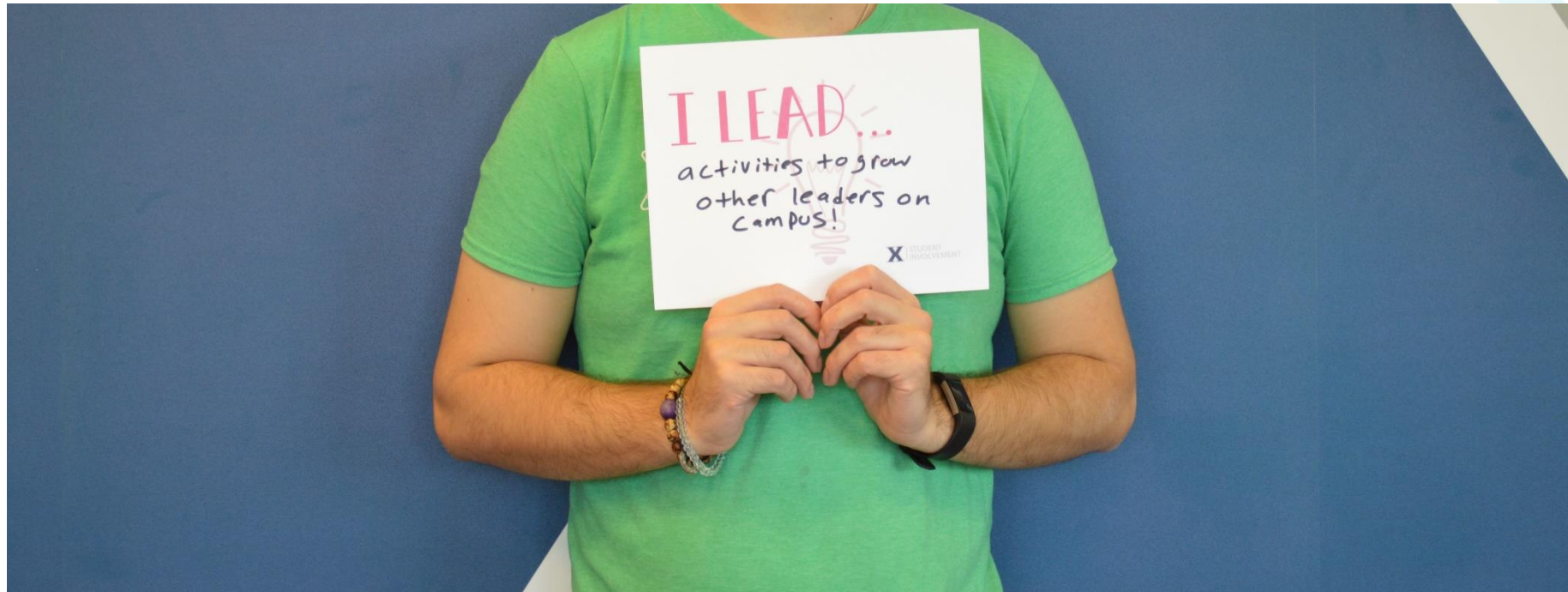
What does it mean to delegate?

- Delegation: the assignment of any **responsibility** OR **authority** to another person to carry out specific activities
- THINK ABOUT DELEGATION AS BRINGING THE VERY BEST OUT OF PEOPLE AROUND YOU



Why is it important to delegate?

- Delegating is important because you can't- and shouldn't- do everything yourself
- Delegating can lighten your workload



What else can delegating do for you?

- The people who work with you will be able to develop new skills and gain knowledge
 - Preparing them for responsibility in the future
- Delegation can be considered a sign of respect



What else can delegating do for you?

- Delegation can be a chance to make your workload more manageable,...but also provide a valuable teaching opportunity
- Delegation is not a sign of weakness, rather a sign of a strong leader!



What are the leaders' responsibilities?

- Have a vision and set goals for your group
- Build teams to enhance the club
- Leaders create leaders
 - Identify strengths within your club
 - Understand the needs and styles of your fellow club members

Scenarios that go through leaders' minds...

- Leaders may think delegating is just passing off work to someone else
- Leaders may think they can do the job better
- Leaders may be nervous about letting go
- Leaders may be worried delegating will take longer than doing the work

How to delegate tasks effectively

- Choose the right person for the job
- Explain the purpose of why you are delegating
- Provide the right instructions
- Provide resources and training
- Delegate responsibility and authority
- Check work and provide feedback
- Say thank you

Benefits of learning to delegate well

- Increase trust and commitment
- Improve productivity
- Making sure the right people are performing the tasks that best suit them
- Build a successful and strong team



Thank you for attending!

Stop by and see us any time in Gallagher 210

